

# Meeting Minutes

## Council Stewardship Subcommittee Meeting



Location: City Council Chambers, 710 NW Wall Street, and online

Date: November 15, 2024

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The meeting of the Council Stewardship Subcommittee was called to order at 8:32 a.m. on Friday, November 15, 2024, in the City Council Chambers, 710 NW Wall Street, and online.

1. **Roll Call:** Mayor Pro Tem Megan Perkins, Councilor Barb Campbell (online), Councilor Mike Riley
2. **Approval of Minutes**
  - a. September 9, 2024 Stewardship Subcommittee Meeting Minutes

Councilor Riley moved to approve the September 9, 2024, Stewardship Subcommittee Meeting Minutes. Mayor Pro Tem Perkins seconded the motion.

Voice Vote – Mayor Pro Tem Perkins, Councilor Campbell, Councilor Riley. Yes 3 No 0.

### 3. **City of Bend Establishment of Youth Advisory Council – Proposal**

Presentation by Camp Fire Central Oregon Program Director Melissa Feltmate, Camp Fire Central Oregon Program Manager Logan Betts and Camp Fire Central Oregon Program Manager Zafiro Larsen.

Slides included:

- Youth Advisory Council (YAC) Proposal – Facilitated by Camp Fire Central Oregon (Camp Fire)
- What is a YAC?
- Benefits of a YAC to the City of Bend
  - Representation
  - Engagement
  - Advocacy
- Benefits of a YAC to Youth
  - Empowerment
  - Skill Development
  - Networking
  - Positive Impact
  - It's what the teens want
- Why Camp Fire

- Known experience with facilitating youth-led teen service and leadership programs
- Established recruitment programs already in place
- Support of national network
  - History of success running YACs
  - Access to data collection methods to establish metrics of success
- Ingrained diversity, equity and inclusion values
- Robust staff training
- YAC Stages
  - Adult-led with meaningful youth roles → Adults and youth share roles → Youth-led with adult support
- YAC Timeline
  - Stage One: Exploring (July 2025 - December 2025)
  - Stage Two: Developing (January 2026 -May 2026)
  - Stage Three: Formalizing (September 2026 - May 2027)
  - Stage Four: Sustaining (September 2027 - on)
- Stage One: Exploring (July 2025-December 2025)
  - Stage One Objectives:
    - Lay groundwork and develop relationships with City Council and local schools to design the YAC framework.
    - Build civic engagement and generate interest and awareness of upcoming YAC opportunities amongst teens.
- Stage Two: Developing (January 2026-May 2026)
  - Stage Two Objectives:
    - Recruit 5-10 youth to serve on a Pilot-YAC
      - Finalize the YAC structure
      - Gain community recognition as a valued group
- Stage Three: Formalizing (September 2026 - May 2028)
  - Stage Three Objectives:
    - Vote in first official Bend City YAC cohort
    - Develop a recruitment strategy to ensure representation of all diverse youth in Bend, and to address turnover as youth 'age out'
- Stage Four: Sustaining (September 2028 - on)
  - Stage Four Objectives:
    - YAC established and running sustainably with members recruiting their own replacements
    - Begin exploring how Bend City YAC can be replicated elsewhere in Central Oregon
- Budget
  - PERSONNEL
    - Program Coordinator, Teen Programs, 0.2 FTE \$42,145
    - Program Manager, 0.02 FTE \$5,511
    - "Support Staff (Registration, Marketing, Outreach, CS, Grants), 0.02 FTE collective" \$4,377
    - Subtotal: \$52,033
  - NON-PERSONNEL
    - Facilities \$3,240
    - Program Operations: Direct Expenses, Program Supplies \$1,750
    - Transportation and Mileage \$528
    - Meetings, Planning/Networking, Entertainment\$350

- Insurance \$30
  - Registration System Fees \$180
  - Indirect Costs (15%) \$8,717
  - Subtotal: \$14,794
- TOTAL BUDGET \$66,828
- REVENUE
  - Facilities (in-kind, planned) \$3,240
  - Donations/Individual or Corporate Contributions (projected) \$2,625
  - Grants (projected) \$9,000
- TOTAL REVENUE \$14,865
- PROJECTED NEED over 3.5 years \$51,963
- Need per year \$14,846
- Challenges
  - Sustainability
  - Impact
  - Engagement

City Manager Eric King stated that if Council provides direction to move forward, funding should be considered in upcoming Council goal setting.

Mayor Pro Tem Perkins expressed support for the YAC and the proposed timeline. Mayor Pro Tem Perkins appreciated the “stages” presented that included more adult involvement at the front end of the project so that participating youth would be supported. Mayor Pro Tem Perkins stressed the importance of making it possible for youth to participate who would benefit from the YAC.

Councilor Riley expressed support for the YAC and suggested increasing the budget to ensure that it is fully supported.

Feltmate stated that if funding was currently available, Camp Fire could begin working on the YAC sooner, particularly in terms of staffing and liaising with Council. Feltmate said they would keep the student recruitment and onboarding as presented in the timeline.

Councilor Riley was supportive of starting earlier [than the upcoming biennium] if funding allowed.

King stated that City sponsorship might be available prior to the new biennium, though it is capped at \$10,000. King suggested Camp Fire apply for sponsorship.

Mayor Pro Tem Perkins suggested assigning a Council liaison and staff liaison now to begin conversations.

King stated that Council Liaisons will be assigned in January 2025.

Councilor Campbell expressed support for the YAC, including recruiting in an equitable fashion and making participation possible for youth in need.

The Subcommittee expressed support to move forward and to continue the conversation about beginning in January 2025.

#### **4. Climate Change Action Plan – *Update***

Councilor Riley declared a potential conflict of interest regarding the potential community partnership grant program due to his employment at The Environmental Center. As this was a potential conflict and not an actual conflict, Councilor Riley continued to participate in the discussion.

Presentation by Senior Management Analyst Cassie Lacy and Environment & Climate Committee (ECC)  
Chair Neil Baunsgard.

Slides included:

- Community Climate Action Plan Update
- CCAP Update Scope
- City of Bend Climate Goals
  - Climate Action Resolution 3044 adopted in 2017
  - Climate Goals:
    - Reduce GHG emissions by 40% by 2030 and 70% by 2050
  - Community Climate Action Plan adopted in 2019
  - Current CCAP Progress: **Bend Community Climate Action Plan** Story Map
- CCAP Update Timeline & Process [timeline]
- CCAP Update: New proposed actions
- Energy Supply
  - Provide 100% renewable electricity supply to the community
    - Ensure compliance with clean energy targets for investor-owned utilities
    - Engage with Central Electric Cooperative on energy supply planning
  - Reduce emissions associated with reliance on and usage of natural gas
    - *Placeholder for actions from electrification policy options work*
  - Encourage solar and renewable energy generation on residential and commercial buildings
    - Develop **programs** that encourage residents to pursue renewable energy and energy storage projects
  - Pursue local energy generation
    - Investigate and pursue opportunities for renewable energy generation at City facilities
- Energy in Buildings
  - Support policies that reduce greenhouse gas emissions in buildings
    - Develop policies to limit fossil fuel use in new construction
    - Develop policies to phase out gas appliances and lawn equipment and replace with electric
  - Encourage voluntary upgrades in residential and commercial buildings that promote energy efficiency and reduce greenhouse gas emissions
    - Develop **programs** that encourage residents and businesses to pursue energy efficiency, electrification, and other emissions reductions upgrades, such as an Energy Navigator Program
    - Promote energy efficiency and load management through smart controls and demand response participation
  - Implement benchmarking and disclosure programs for energy performance
    - Explore creating a City-specific building performance standard that expands upon implementation of the statewide building performance standard
- Transportation
  - Encourage community-wide electric vehicle adoption

- Expand access to communitywide public charging, multifamily charging, and workforce charging
    - Conduct outreach and education to promote electric vehicle adoption
  - Encourage bike and pedestrian travel
    - Prioritize TSP projects and programs that develop safe alternative transportation routes to schools
    - Improve safety based on crash analysis data
    - Expand bicycle parking at mobility points and at key destinations
  - Increase transit ridership
    - Support use of transit to recreational destinations, including to the ski resort
  - Use land use policy and transportation planning to encourage VMT reduction
    - Create and implement policies that promote walking, biking, and transit use when creating and amending land use plans (e.g. Comp Plan, TSP, Refinement Area Plans)
    - When City designates Climate Friendly Areas, identify and pursue additional opportunities to increase housing and multimodal options for transportation and connectivity
    - T6E: When amending the TSP, do not prioritize projects that increase VMT
  - Establish financial incentives to drive behavior change in transportation
    - Identify additional areas for paid parking districts
    - Expand the use of TDM programs for large employers through incentives or new requirements
    - Continue to explore a City gas tax as a funding tool
- Waste and Materials
  - Improve waste recovery through recycling
    - Work with Deschutes County and waste haulers to address contamination in recycling through outreach and education
    - Develop new programs to recover specific materials that contribute the greatest portion of the waste stream
  - Improve food waste recovery
    - W3A: Increase participation in and access to food waste collection services, including expanding in the multifamily and commercial sectors
  - Encourage waste prevention and reducing consumption through outreach and education
    - Promote and support the use of reusable serviceware in foodservice
    - Encourage re-use by supporting gear swap events, community garage sales, and repair cafes in neighborhoods
    - Demonstrate City leadership in promoting reuse by shifting from single-use to reuseable items in City operations and City events
    - Support the development of centralized materials exchange forums
  - Promote low-carbon food choices
    - Prioritize and promote the offering of low-carbon foods for City government events and meetings
    - Conduct outreach campaigns that promote low carbon food choices
- CCAP Implementation
  - Barriers to CCAP implementation over the last few years include **funding** and a **partnership model** for community-led actions
    - These should be addressed as part of CCAP adoption
  - Partnership model envisioned as a **community partner grant program**
    - Opportunity to use one-time funds to create a pilot program

- Example CCAP actions:
  - Programs (i.e. Navigator program, highly involved outreach programs, energy audit and retrofit programs, reuseable and re-use programs)
  - Workforce Development
- Dedicated funding could be used for:
  - Community partner grant program
  - Incentives
  - Increased capacity and resources
    - Expanded outreach and education
    - Programs that the City runs in-house
  - Programs that the City contracts out for
- Direction from Council Stewardship Subcommittee
  - Questions for us?
  - Do you support the general direction of the CCAP update?
    - Are there missing elements that you would like to see addressed?
  - Do you support creating a community partner grant program pilot?
  - Do you support finding solutions to address funding and community partnership model barriers?

King stated that the City has approximately \$150,000 available in ARPA funding to launch the pilot program, and that ongoing funding needs would need to be addressed in the upcoming Council goals.

Councilor Riley requested prioritization of the recommendations from ECC.

Lacy responded the ECC will use its December meeting to prioritize the recommendations.

Mayor Pro Tem Perkins agreed with the request for ECC's prioritization and requested elaboration on how to achieve the recommended goals. Mayor Pro Tem Perkins supported the grant pilot program and finding funding solutions and felt that community partners will be instrumental in achieving climate goals.

Baunsgard responded that ECC has been asked to accomplish two conflicting tasks; create a plan to meet the City's climate goals and prioritize the recommendations. Baunsgard stated that climate goals would not be met through prioritization. Baunsgard added that the committee identified partner funding opportunities as a way to expand possibilities in a short time frame. Baunsgard also pointed out that a number of high-impact recommendations are not new programs, but tie into existing City projects like long-range planning and transportation.

Mayor Pro Tem Perkins suggested using education and outreach to ease community concerns and keep projects moving.

Lacy responded that a focus on programs, outreach and offering resources requires more resources of the City.

The Subcommittee expressed support for the general direction of the CCAP update.

Councilor Riley identified fire preparedness as a missing element. Lacy responded that fire preparedness is addressed by Emergency Management.

The Subcommittee expressed support to move forward with a community partner grant program pilot, using ARPA dollars, and supported finding solutions to address funding and community partnership model barriers.

## **5. Temporary Safe Stay Area (TSSA) – Housing-centered Case Management – IGA with Deschutes County**

Presentation by Houselessness Solutions Program Manager Amy Fraley and Real Estate Director Matt Stuart.

Slides included:

- Juniper Ridge – TSSA Update
- Supporting Collaborative Efforts
- Resolution – TSSA
  - Agreement with the County for contribution of City & County ARPA money for case management at Juniper Ridge and expansion of Safe Parking capacity within the City
  - Staff-level MOUs, IGAs, or operating procedures about coordination, cooperation, land management rules and expectations, and enforcement strategy
    - To include fire safety and other rules for people staying in the Temporary Safe Stay Area
- Land Management – Closed Property
  - Expand clean-up efforts to Closed Property area east of Railroad Tracks by May 31, 2025
  - Establish a temporary storage area/facility for personal property and vehicles at the north end of 18th Street – Juniper Ridge
    - Rock Crusher Site #2
  - Expand Health & Safety Officer Department to include additional staff to patrol and monitor Closed Property for trespassing and camping violations
    - Partner with Law Enforcement to assist in noticing and removals (if necessary)
- Funding Estimate – Land Management
  - Estimated funds needed until December 31, 2026:
    - TSSA Area:
      - \$250,000 (Hygiene Stations, Trash, Security, etc.)
    - Storage Facility (Rock Crusher Site #2):
      - \$50,000-\$100,000
    - Eastside Closure Clean-up:
      - \$300,000-\$500,000 (Vehicle/RV removal, Trash clean-up, Fire mitigation)
    - Additional Staffing:
      - \$250,000-\$300,000 (Enforcement & Monitoring)
    - Total Estimate: \$850,000 - \$1,150,000
- Housing-focused Case Management at TSSA
  - Allocation of \$800,000 assumes funding for:
    - 4 hours per week of case management services
    - 60% engagement
    - Basic needs funding including food, securing identification, job skills training, transportation
    - Pet supplies and care
    - Housing application fees
    - Staff training for providers and gas reimbursement

- Data management and case conferencing coordination
- Multiple providers desired

The Subcommittee received the update.

## **6. Civic Assembly on Youth Homelessness Recommendation – *Report***

Presentation by Josh Burgess, Executive Director, Central Oregon Civic Action Project.

Slides included:

- Central Oregon Civic Action Project – Deschutes Civic Assembly on Youth Homelessness
- What should our priorities for building community solutions to prevent and end youth homelessness?
- Objectives:
  - Improve governance outcomes
  - Build civic spirit and capacity
  - Strengthen social fabric
  - Create a virtuous cycle of trust
- Process [timeline]
  - Day 1: Welcome & introduction, identifying shared values, learning
  - Day 2: Learning
  - Day 3: Learning, Deliberation & consensus building
  - Day 4: Deliberation & consensus building, Drafting recommendations
  - Day 5: Drafting recommendations, voting, delivering recommendations
- By the numbers
  - 30/25 delegates
  - 35+ hours of deliberation
  - 75% super-majority consensus required
  - 23 recommendations
- Impact
  - Beyond the scope of local government
  - Community engagement
  - Directly or indirectly applicable locally
  - Advocate, Educate, Implement
- Impact: Delegate voices:
  - "...the words running through my head right now are gratitude and hope. I was really scared coming into this process that I was going to be walking into a room full of people diametrically opposed...the cordiality and the ability for this community to come together is inspiring..."
  - "...I came into this process a skeptic...thanks for giving me hope..."
  - "...this is the first time in my life that I ever felt like my voice mattered..."
  - "I don't speak up very often, but I want you to know it's been an incredible pleasure to be with all of you..."
- Share Vision
  - A future public private partnership & a regional civic hub for all of Central Oregon
- Thank You to our Partners



Burgess introduced three participants, Delegates Alex Lehman, Colleen Franks and Ben Loukoumidis, who shared their recommendations.

Alex Lehman discussed creating a hub to provide resources and community awareness for at risk youth.

Colleen Franks discussed reducing barriers to vocational training.

Ben Loukoumidis discussed prioritizing affordable housing for Bend's local community.

Burgess stated that the Civic Assembly created two subcommittees, Public Outreach and Policy Impact, which will continue to discuss these ideas.

King outlined the next steps. Following what was outlined in the Memorandum of Understanding (MOU) between the City and Central Oregon Civic Action Project (COCAP), the recommendations will be shared with the full Council and COCAP will present at a Council meeting in early 2025. King added that staff will review the recommendations and identify which can be addressed by the City.

Burgess stated that COCAP is working with Central Oregon Intergovernmental Council (COIC) to categorize the recommendations and identify which apply to the City.

King invited Burgess and the delegation to share input with Council in advance of goal setting through upcoming community events (to be announced) and a formal engagement process on January 22, 2025.

Councilor Riley requested scheduling more time for the presentation to Council, and for COCAP to include lessons learned from Civic Assembly process itself and how to improve future assemblies. Riley expressed interest in using the Civic Assembly process to discuss housing and the growth plan.

Burgess recognized Senior Management Analyst Mickie Derting for her work in this process.

## **7. Adjourned at 10:04 a.m.**

Respectfully Submitted,  
Ashley Bontje  
Deputy City Recorder



### **Accommodation Information for People with Disabilities**

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc., please contact Ashley Bontje at [abontje@bendoregon.gov](mailto:abontje@bendoregon.gov) or 541-323-7164. Relay Users Dial 7-1-1.